SECTION 7. CUSTOMER REQUESTS PROCESS

- <u>7.1 Customer Requests (REQ)</u>. The Customer Requests Process allows supply transactions from non-automated customers to be entered manually into SARSS1. This function generates response transactions to the customer, based on the actions taken in response to that customer's request. Access customer request processes through the SARSS1 Customer Requests Menu.
- a. To access the Customer Requests Process, enter REQ on the action line of the SARSS1 Master Menu and press <Esc>. The SARSS1 Customer Requests Menu (figure 7.1-1) appears.

DATE: MM/DD/YY	SA	TIME: HH:MM:SS	
	COMMAND	PROCESS	
	ISS	<=== ISSUE - AO	
	ISSP	<=== ISSUE - AO (POST POST)	
	ISSE	<=== ISSUE - AOE (EXCEPTION)	
	MOD	<=== MODIFICATIONS - AM	
	CAN	<=== CANCELLATION REQUEST - AC	
	CFOL	<=== CANCELLATION FOLLOW-UP - AK	
	STA	<=== REQUEST FOR FOLLOW-UP - AF/AT	
ACTION: <home>=HELP</home>		COMMAND TO SELECT YOUR PROCESS EVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0003 LOGOUT = QUIT

Figure 7.1-1. SARSS1 Customer Requests Menu

- b. This menu contains process selections for manually entering customer requests for issue, modification, cancellation, cancellation follow-up, and status.
- <u>7.2 Request for Issue DIC A0_ (ISS)</u>. The Request for Issue Process allows you to enter customer requests for issue (DICs A0A and A0B) interactively.
 - a. Requests for Issue (DIC A0_) may come from automated or non-automated customers.
- (1) Automated customers send transactions through communication lines or by floppy diskette. They enter SARSS1 through the Transactions-In or Custin Processes (section 5).

(2) Non-automated customers submit transactions on DA Form 2765 (figure 7.2-1) and DA Form 2765-1 (figure 7.2-2).

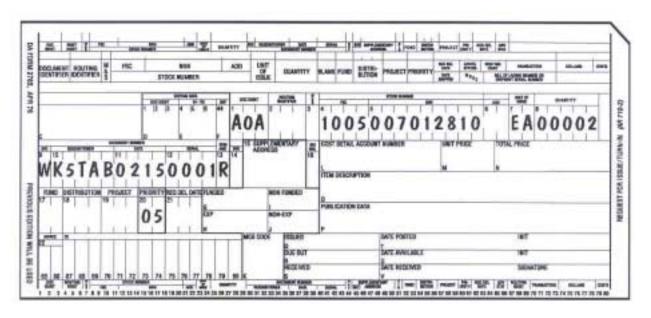


Figure 7.2-1. Request for Issue on DA Form 2765

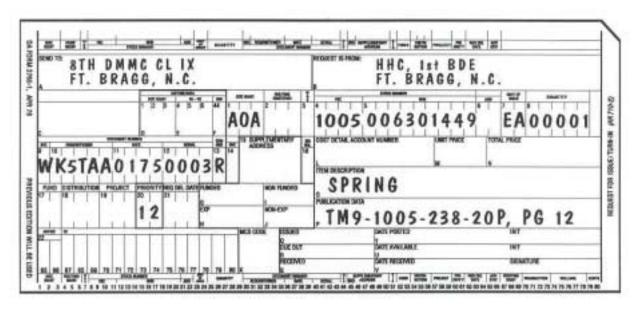


Figure 7.2-2. Request for Issue on DA Form 2765-1

(3) ULLS customers submit requests for reparable items on DA Form 2765-1E (figure 7.2-3).

DATE: MM/DD/YY	REPARABLE ITEM REQUEST AWASF115				
	WK4WRC B CO 202D SPT BN				
DIC: A0A	NSN/PART/NR: 1430 000000139				
UI: EA	QUANTITY: 00001 DOC NR: WUTURA 1085 0001				
DEMAND: R	FUND CODE: EIC: BDG				
PROJ CD:	PRIORITY: 12 RDD:				
ADVICE:	DSU:				
ADMIN NR: BI	PART NOUN: STARTER FAULT SEQ NR:				
	COMMANDERS STATEMENT				
TO: CLASS IX OFFICE	R				
STATEMENT OF REQUEST	ING COMMANDER. (AR 710-2)				
	R IMMEDIATE END USE AND CORRESPONDING UNSERVICEABLE ITEM WILL 10 WORKING DAYS FOLLOWING RECEIPT OF A SERVICEABLE ISSUE.				
	SCHMITT ROBERT CPT				
DA FORM 2765-1E					

Figure 7.2-3. Request for Issue on DA Form 2765-1E (For Reparable Items)

b. To access the Request for Issue (DIC A0_) Process, enter **ISS** on the action line of the SARSS1 Customer Requests Menu and press <Esc>. The screen in figure 7.2-4 appears.

DATE: MM/DD/YY	SARSS1 PRINTER SELECTION PROCESS	TIME: HH:MM:SS
Enter Printer Nu	mber You Desire For Your Printing=====>	
	nter is to be used only for the printing of Os that are selected for immediate printing.	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER M	SCREEN 0106 ENU; LOGOUT = QUIT

Figure 7.2-4. SARSS1 Printer Selection Process Screen

c. When this screen appears, enter the number of the printer you wish to use for printing MROs immediately after inputting the request. Once you have entered the printer number, press <Esc>.

NOTE: If you know you will need to print immediate MROs, place the MRO Queue on-line before you enter the customer's request for issue. The MRO will not print until the MRO Queue is enabled using the QSEL command.

d. After entering the printer number and pressing <Esc>, the screen in figure 7.2-5 appears. Enter the data provided by the customer. Minimum entries are the stock number, type (stock number), unit of issue, quantity, DODAAC, Julian date, serial number, Demand Code, and priority. The entries annotated with an asterisk (*) are not required unless provided by the customer. National Guard units must provide a Fund Code entry.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSU	JE	TIME: HH:MM:SS
STOCK NUMBER UNIT OF ISSUE DOCUMENT NUMBEI *SUPPLEMENTARY A	 R DODAAC DATE SER NO ADDRESS.	DEMAND CODE **FUND CODE	
*END ITEM CODE *PROJECT CODE *REQUIRED DELIVEF *CONDITION CODE *REFERENCE CODE	RY DATE.	*TYPE REQUIRE PRIORITY (01-1: *ADVICE CODE *REFERENCE	5)
*REPARABLE CODE *THESE FIELDS ARE OPTI		*IMMEDIATE MF **THIS FIELD IS MANDA	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YO MENU = PREVIOUS MENU; SMM :		SCREEN 0100 NU; LOGOUT = QUIT

Figure 7.2-5. SARSS1 Request for Issue Screen

- (1) When you make an entry in the Stock Number field of any customer request screen, you should identify the type stock number. Enter **S** when the number entered is a national stock number (NSN) or a management control number (MCN). Enter **P** when it is a manufacturer's part number (MPN). If you do not know the type stock number, and leave the field blank, the system will default the type stock number to S.
- (2) In accordance with supply regulations, an entry is required in the required delivery date (RDD) field for all not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS) requests. Make sure you enter the appropriate customer-provided data in the RDD field. After entering all required data, press <Esc>.
- (3) Requests for issue of reparable line items from ULLS customers arrive on a machine-generated DA Form 2765-1E containing a statement from the requesting commander detailing disposition of an unserviceable like item (figure 7.2-3). The statement on the DA Form 2765-1E must be matched with the appropriate SARSS1 Reparable Code contained in appendix B. To access these codes on the SARSS1 system, move the cursor to the Reparable Code field and press the <SHIFT> and <?> keys simultaneously. A list of the Reparable Codes will appear. Select the Reparable Code that most closely matches the commander's statement. Press <End> and the request for issue screen reappears. Enter the selected Reparable Code and press <Esc>.

- e. Each entry on the Request for Issue screen must be correct before the request can be fully processed. Several internal edits are performed to make sure that the:
 - (1) Stock number and unit of issue are compatible.
 - (2) Required entries on the transaction are filled.
 - (3) Codes are valid.
 - (4) Requester is a valid customer.
 - (5) Transaction date is within established parameters.
- f. If the transaction data passes the edits, the screen in figure 7.2-6 appears prompting you to verify all entries.

DATE:	MM/DD/YY	SARSS1 REQUEST FOR ISSUE		TIME: HH:MM:SS
	STOCK NUMBER	.1005000000001	TYPES	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	UNIT OF ISSUE DOCUMENT NUMBER		QUANTITY DEMAND CODE	00001 2R
	*SUPPLEMENTARY ADDRESS *END ITEM CODE	<===OR====>	**FUND CODE *TYPE REQUIRE!	MENT CODE
	PROJECT CODE *REQUIRED DELIVERY DATE *CONDITION CODE*	•	PRIORITY (01-1: *ADVICE CODE	5)12
	REFERENCE CODE *REPARABLE CODE		*REFERENCE *IMMEDIATE MF	
CO	HESE FIELDS ARE OPTIONAL NFIRMATION	. *** D IN THE FOLLOWING ACTIONS:	ΓHIS FIELD IS MANDA	TORY FOR NGB
Q' Q'		TY PASSED 00000 QTY	CANCELLED 0000	
ACTIO:		NTER COMMAND TO SELECT YOUF = PREVIOUS MENU; SMM =		

Figure 7.2-6. Request for Issue Verification Screen

- g. Make sure that all information entered is correct before pressing <Esc>. After you press <Esc>, the process determines whether stocks are available for issue.
- (1) If enough stocks are on hand and the stock number is not manager-controlled or frozen for inventory, the process makes an issue and generates a materiel release order (MRO).
- (2) If you need an immediate print of the MRO, place an **X** next to the Immediate MRO Print option when entering data on the Request for Issue screen. If the transaction results in release of stocks,

the process creates and prints the MRO immediately. For issues made without selection of this option, the MRO goes to a holding file to await assignment for stock picking or printing at a later date.

7.2.1 MRO Management (Stock Picking). Once a materiel release order (MRO) is generated, it is necessary to pick the requested items from the warehouse and place them in the customer's bin. To do this, you can use MROs printed at a workstation or you can assign the MRO to a PDCD. To begin this process, you must first access the SARSS1 MROC Supervisor Menu (figure 7.2-7) by entering **MROC** on the action line and pressing <Esc>.

DATE: MM/DD/YY	SARSS1 MROC SUPERVISOR MENU	TIME: HH:MM:SS
	PROCESS ++++++++++++++++++++++++++++++++++	
	ENTER "X" BY PROCESS TO BE EXECUTED AND PRESS <esc></esc>	
ACTION: <home>=HELP</home>	<pre><=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;</pre>	SCREEN 0500 LOGOUT = QUIT

Figure 7.2-7. SARSS1 MROC Supervisor Menu

a. To initiate stock picking, select the MRO Management option to display the following screen (figure 7.2-8).

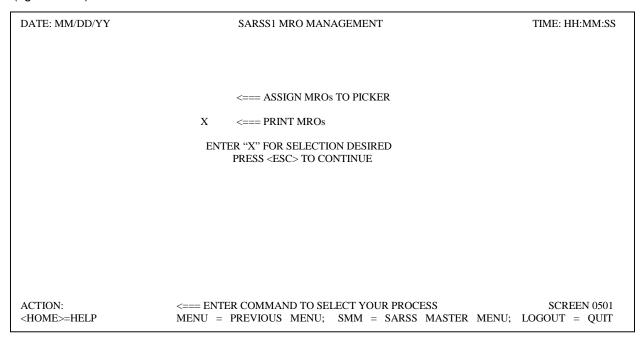


Figure 7.2-8. SARSS1 MRO Management Screen

b. On this screen, there are two options available: Assign MROs To Picker and Print MROs.

(1) To print hard copy MROs for use in stock picking, select Print MROs by entering **X** beside the option. The screen in figure 7.2-9 is displayed.

DATE: MM/DD/YY	SARSS1 MRO PRINT	TIME: HH:MM:SS
PRINT MRO'S WITH N PRINT MRO'S BY DOI PRINT MRO'S BY PRO PRINT MRO'S BY PRIO	NTER 'X') O LOCATION ASSIGNED (ENTER 'X') DAAC (ENTER DODAAC) DIECT CODE (ENTER PROJECT CODE) DRITY (ENTER PRIORITY) P-TO-DODAAC (ENTER SHIP-TO-DODAAC)	
	ENTER <esc> TO CONTINUE</esc>	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER	SCREEN 0528 MENU; LOGOUT = QUIT

Figure 7.2-9. SARSS1 MRO Print Screen

- (a) If you wish to print MROs for a single DODAAC, priority or Project Code, enter the DODAAC, priority or Project Code in the appropriate field. If you wish to print all MROs, enter an X in the appropriate field. If you wish to print MROs by Ship To DODAAC, enter the DOAAC in the appropriate field.
- (b) After you make these entries, press <Esc>. The process displays a working message and sends the MROs to the MRO Printer Queue. The MROs can then be printed and assigned to warehouse personnel for stock picking and placement in the customer pickup bins.

(2) To send MROs to PDCDs for stock picking actions, select Assign MROs to Picker and press <Esc>. The process displays the screen shown in figure 7.2-10.

DATE: MM/DD/YY SARSS-1 MROC PICK LIST PARAMETERS TIME: HH:MM:SS PICK CLERK (USER ID): DOCUMENT NUMBER: DODAAC DATE SERIAL SFX RIC/SHP PRIORITY: SHIP TO DODAAC: PROJ CODE: BEGIN LOCATION: END LOCATION: ENTER: PICK CLERK or DODAAC or DODAAC and DATE or DODAAC and DATE and SERIAL or DODAAC and DATE and SERIAL and SFX or DODAAC and DATE and SERIAL and SFX and RIC/SHP or PRIORITY or SHIP TO DODAAC or PROJECT CODE or LOCATION RANGE <F1> <F4> <F5> <F6> <F7> <F9> <F10> UNASSIGN/ RETURN QUIT REVIEW REVIEW NEXT ASSIGN UNASSGND REASSIGN SCREEN 0568

Figure 7.2-10. SARSS-1 MROC Pick List Parameters Screen

c. From this screen you can send MROs to PDCDs to await stock picking actions. There are several ways to assign MROs. In addition to assigning individual MROs to a specific stock picker by user ID, MROs may be assigned by:

DODAAC or DODAAC and Date or DODAAC and Date and Serial or DODAAC and Date and Serial and SFX or DODAAC and Date and Serial and SFX and RIC/SHP or Priority or Ship to DODAAC or Project Code or Location Range

d. This screen also has several function keys available to help with assigning MROs, depending on the data entered. Function keys <F1> (Return), <F3> (Quit), and <F6> (Next) are self-explanatory.

(1) Use function key <F4> (Review All) to view all MROs still awaiting picking. Depending on the entries made in the upper portion of the screen, the process displays a Pick List Review screen similar to the one shown in figure 7.2-11. This screen displays the data for each MRO with the assigned picker shown in the last column. If the last column is blank, that MRO has not been assigned to a picker.

DATE: 05/24/96			REVIEW PICK LIST ODAAC: WMROCA		TIME:	HH:MM:SS
DOC/SUFFIX RIC/SH	P LOCATION	STOCK NUMBER	NOMENCLATURE	CC	PRI	PICKER
WMROCA52620059	AIR MP695	1615000151259	RING, O	A	12	U989
WMROCA52620063	AIR MP738	6150000162353	PAD	A	12	U983
WMROCA52620159	AIR MP193	4240001655029	REPAIR KIT	A	12	U989
WMROCA52620163	AIR MP231	3040002116003	SOLENOID	A	12	U983
WMROCA52630040	AIR MA409	5360000019760	SPRING, HELICAL, EXTE	A	12	U990
WMROCA52630044	AIR MA542	1660000103984	BOLT	A	12	U984
WMROCA52640001	AIR MN111	2530000010011	WHEEL, SOLID RUBBER	A	12	
WMROCA52640016	AIR MN263	6240000019416	LAMP, INCANDESCENT	A	12	
WMROCA52640025	AIR MN356	5330000019745	PACKING WITH RETAIN	A	12	
<f1> <f2> RETURN PRINT</f2></f1>	<f3> QUIT</f3>	<f5> <f6 PAGEUP PAG</f6 </f5>	i> GEDOWN		S	SCREEN 0569

Figure 7.2-11. Pick List Review Screen

- (2) Use function key <F5> (Review Unassigned) for viewing those MROs which have not been assigned to a stock picker. The format and information on this Pick List Review screen are identical to Figure 7.2-11.
- (3) Use function key <F7> (Assign) to assign MROs based on the selections entered. You must enter the user ID of the stock picker who will work the assigned MROs.
- (4) Use function key <F8> (Unassign/Reassign) to unassign MROs from a stock picker and to either leave the MROs unassigned or to reassign them to another stock picker. All assignments for the user ID entered will be affected when you use this option.

NOTE: When operating in the Store & Forward mode, you cannot unassign MROs; they can only be reassigned to another user ID.

7.2.2 Stock Picking Using the PDCD. Once MROs have been assigned and the designated picker logs on to the PDCD, the PDCD Master Menu (figure 7.2-12) appears and shows the processes authorized for that user.

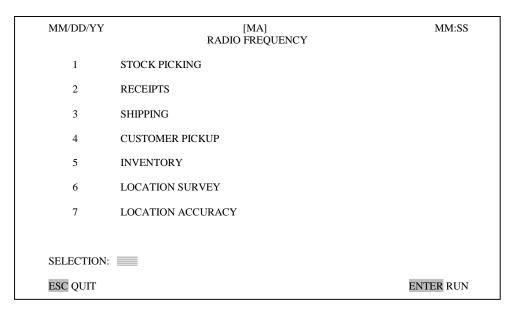


Figure 7.2-12. Sample PDCD Master Menu

- a. To begin the Stock Picking Process:
 - (1) Select the Stock Picking option by entering <1> and pressing <Enter>.
- (a) If no MROs have been assigned to that user, the screen displays a message informing the operator there are no items to be picked (figure 7.2-13).



Figure 7.2-13. End Of Pick List Message

(b) If there is an assigned Pick List, the PDCD displays the first location that contains stock to be picked (figure 7.2-14).

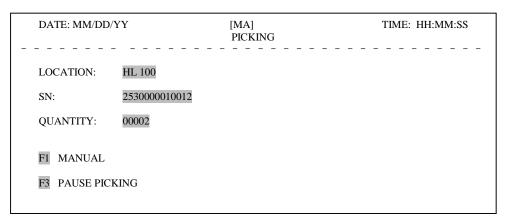


Figure 7.2-14. PDCD Pick List First Location

- (2) Go to the location indicated on the screen and scan the bin label for that location, beginning with the first of the three lines. A single beep from the PDCD indicates a good scan and three quick beeps indicate that the scan was invalid.
- (a) If all three lines scan correctly, the PDCD will display the number of items to be picked. If the total quantity is picked from that location, press <Enter>. If the entire quantity cannot be picked from this location, use the keypad to enter the quantity actually picked.
- $\underline{1}$ If the quantity picked is the total MRO quantity, an MRO prints on the Hip printer, and the PDCD displays the next location for picking stock. Place the MRO with the picked item(s) in the customer's pickup bin.
- $\underline{2}$ If the quantity entered is not the full MRO quantity, the PDCD displays any additional locations for that stock number and the quantity that remains to be picked. The operator continues picking actions until the full quantity is picked or no other locations are available.
- 3 If the total MRO quantity cannot be picked and no other locations are available, MROC will automatically process the remainder as a denial if the MROC Automatic Denial parameter switch is set to Y for the assigned user ID. If the MROC Automatic Denial is set to N, the denial will not be processed until after customer pickup or shipment.
- (b) If the PDCD indicates an invalid scan (3 beeps), or the bin label will not scan, press <F3> to display the location data. Enter Y if the data on the PDCD screen matches the bin label data or enter N if the data does not match the bin label.
- $\underline{1}$ If you entered Y, the PDCD will display the quantity to be picked. Proceed as described above in paragraph 7.2.2(2)(a).
- <u>2</u> If you entered N, the process bypasses the MRO record and leaves it open. It sends the correct data to the Bin Label Print Queue to print a new bin label. It also writes the data to the Location Add/Change/Delete notice to advise the supervisor that a location had to be re-marked.

- 3 The new label must be affixed to the bin and scanned to process the deferred MRO.
- (3) Continue these actions until the assigned Pick List is completed. If the Pick List has not been completed and the PDCD logs off from lack of action or the operator presses <Pause> to take a break, a warning (figure 7.2-15) is displayed the next time the operator logs on, as a reminder that records remain on the Pick List.

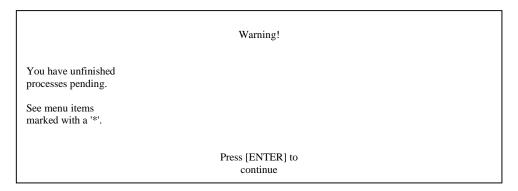


Figure 7.2-15. PDCD Warning Message

b. When the Pick List has been completed, the PDCD displays a message indicating there are no more items to be picked (figure 7.2-16) and returns the PDCD Master Menu.



Figure 7.2-16. End Of Pick List Message

- c. If you are operating in the Store & Forward mode, you must transfer the completed stock picking records to the SARSS1 system. Refer to appendix G for detailed instructions.
- **7.2.3** Requests Forwarded to Higher Source of Supply. In some cases, a customer request processed at SARSS1 is written to the Transaction-Out File for forwarding to the higher source of supply (SOS), SARSS2A. When this happens, the process outputs a status transaction (DIC AE_) to the customer.
- a. The following conditions always cause a transaction to be sent to SARSS2A, even if sufficient stocks are on-hand for issue:
 - (1) The stock number is manager-controlled.
- (2) The request cites a protected Project Code (see appendix B) which requires approval by the SARSS2A manager.
 - (3) The SARSS1 processing the transaction is stock-funded.

- (4) The DODAAC on the transaction is a contractor DODAAC.
- (5) The CIF, CIIP, SSSC, COPARS, or other indicator on the customer DODAAC is W.
- b. If stocks are not available for issue, the process checks to see if the normal request order number/document order number (RON/DON) logic applies. Under normal RON/DON processing, a record on the Due-Out File is created for the customer (using the customer's document number) and a supporting record on the Due-In File with the SARSS1 activity's document number. The request for issue transaction goes to the Transaction-Out File for forwarding to the higher source of supply and an image of the original AO_ is sent to the Document History File at SARSS2B. A DIC AE_ status transaction is sent to the customer to describe actions taken on the DIC AO_ transaction.
- c. There are exceptions to the normal RON/DON processing logic that cause the request for issue to be passed to the higher source of supply (SARSS2A and higher) under the customer's document number. When these exceptions occur, the process creates a record on the Due-In File with the customer's document number. The request for issue transaction (with the customer's document number) is written to the Transaction-Out File for forwarding to SARSS2A, and an image is also forwarded to the Document History File at SARSS2B. A DIC AE_ status transaction with BM status is sent to the customer. The exceptions which cause the creation of a due-in with the customer's document number include:
- (1) *Property Book Items*. Unfilled requests for property book items (Class II, VII, or VIII non-expendable items) are passed with the customer's document number because of the requirement to know the customer's identity for requisition validation (REQVAL) purposes.
- (2) Exception Requests. Unfilled requests with exception data are passed with the customer's document number since the source of supply may need to contact the customer to ask specific questions about the actual requirement.
- (3) Remote Customers. Unfilled requests from remote customers are passed with the customer's document number since the items will likely be shipped directly to the customer and not through the SSA. (Remote customers are those that are too far away from the supporting SSA and therefore are unable to pick up their supplies.)
- (4) *Do-No-Substitute Advice Codes.* All unfilled requests for issue containing a do-not-substitute Advice Code (2B, 2J, 24, 26, 31, 33, 34, or 39) are passed to SARSS2A. All unfilled requests for issue containing the do-not-substitute Advice Code (1J) are canceled back to the customer.
- (5) Protected Project Codes. All requests which cite protected Project Codes are passed with the customer's document number so that the managers at SARSS2A can make sure that specific assets are used to satisfy these requests.
- (6) Controlled Item Inventory Code (CIIC). All unfilled requests for NSNs with CIIC 9 pass to SARSS2A with the customer's document number.
- (7) Direct Support System (DSS). When an installation SARSS1 processes a request for issue from a DSS customer, the process will issue down to the ROP for requests with high priority (IPD 1-8) and down to the RO for requests with low priority (IPD 9-15). All unfilled requests pass to SARSS2A with the customer's document number.

- (8) Control Degree Codes. Some Control Degree Codes require that requests be approved by SARSS2A. These requests pass to SARSS2A with the customer's document number.
- (9) NIINs on the BH File. Requests for NIINs which are on the BH File are passed to SARSS2A under the customer's document number when there are no assets within the SNRF/BH group available for issue.
- (10) One-Way Substitute NIINs. Requests for one-way substitute NIINs with insufficient assets available within the SNRF/BH group to fill the requests are passed to SARSS2A as dedicated requests.
 - (11) National Guard Customers.
 - (12) DRMO Requests.
- (13) Single Stock Fund. When the Single Stock Fund (SSF-IND is set to "Y") "If stocks are not available to make a full issue, the processing logic cause the request for issue to be passed to higher for all customer's with their document number. A DIC AE_ status transaction with BM is sent to the customer and a record is created on the Due-In File with the customer document number.
- d. If the transaction data does not meet internal edit criteria, a screen message appears indicating any edit discrepancies found. The screen displays a prompt to make corrections as necessary, default to system values, or reject the transaction back to the customer. Examples of situations, with corresponding screen messages, are provided below.

(1) When edits indicate that the processing SARSS1 site is not designated as the customer's prime support for the requested stock number, the process displays the message shown in figure 7.2-17. If the stock number remains unchanged, press <Esc> and the transaction is routed to the prime support SSA for further processing.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSUE		TIME: HH:MM:SS
			NSN/MCN = S
STOCK NUMBER	156000518963	TYPES	PART NO = P
			(DEFAULT = NSN/MCN)
UNIT OF ISSUE	EA	QUANTITY	00001
DOCUMENT NUMBER	2WT4813 1159 0012	DEMAND CODE	R
	DODAAC DATE SER NO		
*SUPPLEMENTARY A	DDRESS.	**FUND CODE	
*END ITEM CODE	<==OR===>	*TYPE REQUIREN	MENT CODE
*PROJECT CODE		PRIORITY (01-15)02
*REQUIRED DELIVER	Y DATE.		28
*CONDITION CODE			
*REFERENCE CODE		*REFERENCE	
*REPARABLE CODE		*IMMEDIATE MR	O PRINT
*THESE FIELDS ARE OPTIONA	.T. **1	THIS FIELD IS MANDAT	TORY FOR NGB
THESE THEESE THE OF THOMAS			TORT TORTIGE
This DSII is not the Prime Support	DSU for the requested Stock Number. If Stock Nu	ımher is wrong	
	If Stock Number is not changed, the transaction w		
	ner processing. PRESS <esc> TO CONTINUE.</esc>	in be passed	
to the Time Support DSO for furth	ici processing. I KESS \Esc> 10 CONTINUE.		
ACTION:	<=== ENTER COMMAND TO SELECT YOUR	DDOCESS	SCREEN 0100
<hbox></hbox> <hbox <="" td=""><td>MENU = PREVIOUS MENU; SMM =</td><td></td><td></td></hbox>	MENU = PREVIOUS MENU; SMM =		
<⊓OME>=⊓ELP	MENU = PREVIOUS MENU; SMM =	SAKSS MASTER MEN	NO; LOGOUT = QUIT

Figure 7.2-17. Message Indicating DSU is not Prime Support DSU Screen

- (2) If a data element fails the edit, the process highlights the error and displays a prompt to correct the entry. Every effort should be made to correct all errors. If the operator cannot correct the entry, allow the process to assign default values where possible. For example, if the operator mistakenly enters Y in the Demand Code field (which does not match the Demand Code Table), the process displays an error message. If the Demand Code is not corrected, the process will default to R.
- e. There is a maximum dollar edit performed by SARSS1 when the Max-Dollar-Edit value is set to Y or W. The SARSS2A item manager can set the Max-Dollar-Edit value to Y, W, or N for each directly subordinate SARSS1.
- (1) When the Max-Dollar-Edit value is set to N, there is no maximum dollar check at SARSS1 for customer requests for issue.
- (2) When the Max-Dollar-Edit value is set to Y and the extended dollar value for the request for issue exceeds the Max-Dollar-Edit, the SARSS1 operator has several options. In the interactive Request for Issue Process, the SARSS1 operator may:
 - (a) Change the quantity.
 - (b) Override the maximum dollar check.

- (c) Send the request for issue to SARSS2A for approval.
- (3) When the Max-Dollar-Edit value is set at W and the extended dollar value on the request for issue exceeds the Max-Dollar-Edit, the SARSS1 operator has only two choices; there is no override capability. The SARSS1 operator may:
 - (a) Change the quantity.
 - (b) Send the request for issue to SARSS2A for approval.
- (4) In the batch Request for Issue Process when the value is Y or W, the SARSS1 system automatically forwards the request for issue to SARSS2A for approval.
- f. SARSS1 also performs a maximum depot level reparable (DLR) dollar edit for depot level reparable items when the Max-Dollar-Edit value described above is set to Y or W. In cases where the MAX-DLR-DOLLAR-VAL is exceeded on a request, the operator has the same processing options as described in paragraph e, above. In the batch Request for Issue Process, the request goes to SARSS2A for approval, as described above. For Single Stock Fund: when the CWA-SSF-IND = Y, the system will not allow partial issues. If the total issue cannot be made from a single ownership purpose code (M or A) and condition code (A, B, or C), the request is passed to a higher source of supply. The system will create a dedicated due-in (DFA) transaction with the customer's DODAAC and requested quantity.
- g. Some entries do not allow system default. For example, when the stock number on the request for issue is not on the ABF or Catalog File, the message shown at the bottom of the screen in figure 7.2-18 is displayed.

DATE:	MM/DD/YY	SARSS1 REQU	UEST FOR ISS	UE	TIME: HH:MM:SS
	STOCK NUMBER	1234567894123		TYPES	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	UNIT OF ISSUE	EA	00105	QUANTITY DEMAND CODE	
		DODAAC DATE	SER NO		
	*SUPPLEMENTARY A		0.5	**FUND CODE	
	*END ITEM CODE *PROJECT CODE		===OR====>	*TYPE REQUIREM	MENT CODE 5)12
	*REQUIRED DELIVER			*ADVICE CODE	,
	*CONDITION CODE			ADVICE CODE	
	*REFERENCE CODE			*REFERENCE	
	*REPARABLE CODE			*IMMEDIATE MR	
*THESE	E FIELDS ARE OPTIONA	L		**THIS FIELD IS MANDA	TORY FOR NGB
ERROR					
Stock nu	umber not on ABF or Catal	og. Correct for re-edit or:			
		e, enter "B" or to defer Catalog			
1		eject this transaction enter "R".			
ENTER	SELECTION HERE		>		
ACTION <home< td=""><td>N: E>=HELP</td><td><=== ENTER COMMAND T MENU = PREVIOUS ME</td><td></td><td></td><td>SCREEN 0100 NU; LOGOUT = QUIT</td></home<>	N: E>=HELP	<=== ENTER COMMAND T MENU = PREVIOUS ME			SCREEN 0100 NU; LOGOUT = QUIT

Figure 7.2-18. System Edit Message Screen

- (1) This message prompts you to check the stock number to be sure it was entered correctly.
- (2) For those stock numbers that were entered correctly but are not on the ABF or Catalog File, the screen displays several options. You may defer the transaction, reject it back to the customer, or exit the Request for Issue Process and perform the Catalog Build Process (CATB) (section 14).
- (a) If you defer the transaction, the stock number is placed in the Suspense File pending completion of the Catalog Build Process.
- (b) If you reject the transaction back to the customer, the process formats a DIC AE1 transaction with CG status and places it in the Transaction-Out File for forwarding to the customer.
- (c) If you choose to exit the Request for Issue Process to build the catalog record immediately, you must enter the transaction again through the Request for Issue Process after the catalog record has been built.
- h. There are no system defaults for the Stock Number or Document Number fields. If other entries are incorrect or fields are left blank, the following system defaults occur:
 - (1) Type stock number field left blank defaults to S (NSN or MCN).
 - (2) Incorrect U/I defaults to the U/I found on the ABF or catalog for the stock number entered.
 - (3) Quantity field left blank defaults to 1.
 - (4) Demand Code incorrect defaults to R.
- (5) Priority left blank or incorrect priority entered defaults to the lowest allowable priority, based on the following criteria:
- (a) Association of the Urgency of Need Designator (UND) with the assigned force/activity designator (FAD).
 - (b) If an entered RDD is shorter than the standard delivery date (SDD).
 - (c) The deployment flag in SARSS1 parameters.
 - (d) Expedited handling signal 999 for NMCS and ANMCS requisition.
- i. With the exception of the priority and type stock number, the screen displays a prompt to accept each default. The priority defaults automatically, based on the unit FAD and RDD entered. In those optional data fields labeled with the asterisk (*), a prompt to correct incorrect entries will also be displayed.

j. When verification of available assets is complete, the process displays a confirmation screen (figure 7.2-19) informing the operator of actions taken against the request for issue.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSUE		TIME: HH:MM:SS
STOCK NUMBER	1560002518994	TYPES	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
UNIT OF ISSUE	EA	OUANTITY	00001
DOCUMENT NUMBER		DEMAND CODE	R
*SUPPLEMENTARY ADDRE		**FUND CODE	
*END ITEM CODE	>	*TYPE REQUIREM	MENT CODE
*PROJECT CODE			5)02
*REQUIRED DELIVERY DAT	E.	*ADVICE CODE	
*CONDITION CODE	····		
*REFERENCE CODE		*REFERENCE	
*REPARABLE CODE		*IMMEDIATE MR	O PRINT
*THESE FIELDS ARE OPTIONAL.	**T	THIS FIELD IS MANDA	TORY FOR NGB
		CANCELLED 00000	
	ENTER COMMAND TO SELECT YOUR U = PREVIOUS MENU; SMM = S		SCREEN 0100 NU; LOGOUT = QUIT

Figure 7.2-19. Request for Issue Confirmation Screen

- k. Press <Esc> to return to a blank Request for Issue Screen for input of the next transaction.
- I. Requests from National Guard customers will be rejected if the Supply Management Code (SMC) is invalid or missing.
- 7.3 Request for Issue DIC A0 (Post-Post) (ISSP). The Request for Issue (Post-Post) Process allows you to enter a request for issue document after the customer has received the supplies. Use it when supplies must be issued and the computer is not accessible. This allows you to record the issue after the fact. This process updates the SARSS1 files without producing a materiel release order. When the transaction is processed, it reduces the on-hand balance by the appropriate amount. The Close-Out Process sends document history to SARSS2B. Use extreme care when permitting customer units to receive stock before entering the request into the system. The Post-Post Process should be used only in emergency situations when a customer cannot wait for normal SARSS1 processing. Post-post (hand-carry) issues reduce stock levels in the storage area when the issue takes place, but the recorded SARSS1 balance is not reduced at the same time. If regular requests are processed into SARSS1 prior to posting the hand-carry issues, machine issues may occur, resulting in possible warehouse denials. Therefore, it is imperative that you process post-post issues as soon as the system is available and before any other request transactions are processed, whenever possible.

a. Procedures for processing the request for issue post-post are similar to other requests for issue. Enter **ISSP** on the action line of the SARSS1 Customer Requests Menu and press <Esc> to begin the process. The screen in figure 7.3-1 appears.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSU- POST-POST	Е	TIME: HH:MM:SS
STOCK NUMBER UNIT OF ISSUE DOCUMENT NUMBEI	 R	TYPE QUANTITY DEMAND CODE	(DEFAULT = NSN/MCN)
*SUPPLEMENTARY A	DODAAC DATE SER NO DDRESS.	**FUND CODE	
*END ITEM CODE		*TYPE REQUIREM	
*PROJECT CODE *REQUIRED DELIVER	RY DATE.	PRIORITY (01-15 *ADVICE CODE	
*CONDITION CODE *REFERENCE CODE		*REFERENCE	
*REPARABLE CODE		*IMMEDIATE MR	O PRINT
*THESE FIELDS ARE OPTI	ONAL *	*THIS FIELD IS MANDA	TORY FOR NGB
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOU MENU = PREVIOUS MENU; SMM =		SCREEN 0101 NU; LOGOUT = QUIT

Figure 7.3-1. SARSS1 Request for Issue Post-Post Screen

- b. When this screen appears, enter the data received from the customer unit. Required data fields are the stock number, type (stock number), unit of issue, quantity, DODAAC, Julian date, serial number, Demand Code, priority and Condition Code. Data fields annotated with an asterisk (*) are not required entries, but should be entered if provided by the customer. The Project Code and Ownership/Purpose Code fields appear on the screen as optional entries. However, if you enter a Project Code, you must also enter the Ownership/Purpose Code. After entering all required data, press <Esc> to process the post-post issue.
- c. Unlike normal issues, each entry made on the Request for Issue Post-Post screen must be correct before the request will process. There are no system defaults and no rejections back to the customer for incorrect entries. The process performs several internal edits to ensure the accuracy of the transaction data (stock number and unit of issue compatibility, required entries completed, validity of codes, validity of requester).

d. If the transaction passes the edits, a screen appears with a message (figure 7.3-2) instructing you to verify all entries.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSUE POST-POST	TIME: HH:MM:SS
UNIT OF ISSUE	R	NSN/MCN = S TYPES PART NO = P (DEFAULT = NSN/MCN) QUANTITY00002 DEMAND CODER **FUND CODER **TYPE REQUIREMENT CODE PRIORITY (01-15)02 **OWNERSHIP/PURPOSE CODE *REPARABLE CODE THIS FIELD IS MANDATORY FOR NGB
INSTRUCTION VERIFY ALL FIELDS PRESS <esc> TO CONTINUE ACTION: <home>=HELP</home></esc>	<=== ENTER COMMAND TO SELECT YOUR	R PROCESS SCREEN 0101 SARSS MASTER MENU: LOGOUT = OUIT

Figure 7.3-2. Request for Issue Post-Post Verification Screen

- e. Check to make sure all information entered is correct, and then press <Esc>. The process then adjusts the ABF and returns a blank Request for Issue Post-Post screen for input of another transaction.
- (1) The issue will be recorded regardless of whether or not assets are listed as available for issue. An image of the request for issue post-post transaction goes to the Transaction-Out File for output to the Document History File in SARSS2B.
- (2) If there are no recorded assets available for issue in the Condition Code cited, an adjustment transaction is created and sent to SARSS2B. If the recorded assets available for issue in the Condition Code cited is less than the quantity issued, an adjustment transaction is created for SARSS2B. The system also initiates an inventory and sends the information to a holding file to await assignment of a count control document number.

f. In situations where a data element fails internal edits, an error message is displayed on the screen. It describes the error and lists options available for correcting the problem. Figure 7.3-3 shows an example of an invalid DODAAC entry.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSU POST-POST	JE	TIME: HH:MM:SS
UNIT OF ISSUEDOCUMENT NUMBER	W000RC 3336 0004 DODAAC DATE SER NO	DEMAND CODE	(DEFAULT = NSN/MCN) 00001
*SUPPLEMENTARY A *END ITEM CODE *PROJECT CODE *ADVICE CODE *CONDITION CODE	<===OR====>	**FUND CODE *TYPE REQUIREN PRIORITY (01-15 *OWNERSHIP/PU	MENT CODE 5)12
*THESE FIELDS ARE OPTION	DNAL	**THIS FIELD IS MANDA	TORY FOR NGB
	AC File, as a valid customer. ru "ADD TEMPORARY DODAAC RECORD! RANSACTION THRU POST-POST ISSUE.	"	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YO MENU = PREVIOUS MENU; SMM :		SCREEN 0101 NU; LOGOUT = QUIT

Figure 7.3-3. System Error Message Screen

g. Because the screen for Post-Post Issues is so similar to the regular Request for Issue screen, it is important that you exit this process as soon as you have finished entering any post-post issues. This will ensure that normal issues go through all the edits.

7.4 Request for Issue - DIC A0E (Exception) (ISSE). The Request for Issue (DIC A0E) (Exception) Process allows you to enter a request for issue with exception data. Exception data can be special instructions, technical or managerial data, or justification or authorization for items when such a requirement is imposed by the inventory control point (ICP) or by the parent service of the requisitioning activity. All requests for issue with exception data are submitted on hard copy DA Form 2765-1 (figure 7.4-1) or DD Form 1348-6 (figure 7.4-2) and can be identified by the DIC A0E.

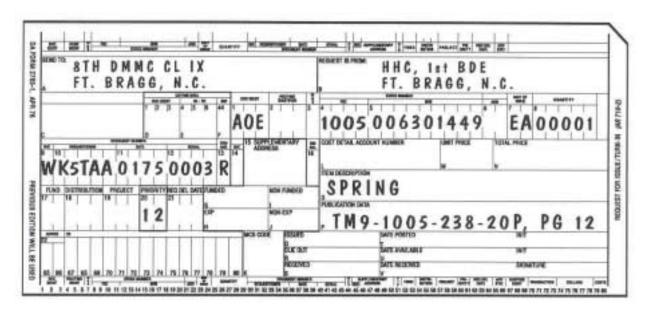


Figure 7.4-1. Exception Request for Issue on DA Form 2765-1

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	TER		'	FIE		S	-	F	SCN	_	ISN.	1 12	SGA	_	_	NU	_	7the on)	-	_	.0	F	QUANTITY					SERV	R	EQU	ISIT	ION	ER:
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Figure 7.4-2. Exception Request for Issue on DD Form 1348-6

a. To process a manual request for issue with exception data, enter **ISSE** on the action line and press <Esc>. The screen in figure 7.4-3 appears.

DATE: MM/DD/YY	SARSS1 EXCEPTION REQUE	EST	TIME: HH:MM:SS
STOCK NUMBER LONG PART NUMBEI UNIT OF ISSUE DOCUMENT NUMBEI *SUPPLEMENTARY A	R R DODAAC DATE SER NO	TYPE QUANTITY DEMAND CODE **FUND CODE	
*SUPPLEMENTARY A *END ITEM CODE *PROJECT CODE	<===OR===>	*TYPE REQUIRED PRIORITY (01-1:	MENT CODE
*REQUIRED DELIVER *REFERENCE CODE .	RY DATE.	*ADVICE CODE *REFERENCE	·
*REPARABLE CODE.		*IMMEDIATE MR	RO PRINT
*THESE FIELDS ARE OPTIONA	AL :	**THIS FIELD IS MANDA	TORY FOR NGB
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YO MENU = PREVIOUS MENU; SMM =		SCREEN 0102 NU; LOGOUT = QUIT

Figure 7.4-3. SARSS1 Exception Request Screen

b. When this screen appears, enter the data received from the customer. Required data fields are the stock number or long part number (but not both), type (stock number), unit of issue, quantity, DODAAC, Julian date, serial number, Demand Code, and priority. Data fields marked with an asterisk (*) are not required entries, but should be entered if provided by the customer. In accordance with supply regulations, an entry is required in the required delivery date field for all not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS) requests. Make sure you enter the data provided by the customer in the RDD field. After entering all required data and pressing <Esc>, the process performs a series of edits.

c. If the data passes internal edits, the screen displays a message (figure 7.4-4) instructing you to verify all entries. Check to be sure all information entered is correct, and then press <Esc>. The process checks the ABF to determine whether stocks are available for issue.

DATE:	MM/DD/YY	SARSS1 EXCEPTION REQUES	ST	TIME: HH:MM:SS
	STOCK NUMBER		TYPES	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	UNIT OF ISSUE		OLIANTITY	00002
				00002
	DOCUMENT NUMB	BERWTUTRA 1029 0005 DODAAC DATE SER NO	DEMAND CODE	ER
	*SUPPLEMENTAR		**FUND CODE	
	*END ITEM CODE.		*TYPE REQUIRE	
	*PROJECT CODE			
	*REQUIRED DELIV		*ADVICE CODE	5)02
	*REFERENCE COD		*REFERENCE	
	*REPARABLE COD		*IMMEDIATE MI	
	REFARABLE COL	E	· IMMEDIATE MI	O FRINT
INSTRU	E FIELDS ARE OPTIC UCTION Y ALL FIELDS	NAL **	*THIS FIELD IS MANDA	TORY FOR NGB
	<pre><esc> TO CONTINUE</esc></pre>	,		
PKESS	<esc> TO CONTINUE</esc>			
ACTIO		<=== ENTER COMMAND TO SELECT YOU		SCREEN 0102
<home< td=""><td>E>=HELP</td><td>MENU = PREVIOUS MENU; SMM =</td><td>SAKSS MASTER ME</td><td>NU; LOGOUT = QUIT</td></home<>	E>=HELP	MENU = PREVIOUS MENU; SMM =	SAKSS MASTER ME	NU; LOGOUT = QUIT

Figure 7.4-4. Exception Request Verification Screen

- d. If the data does not meet internal edit criteria, a screen message will indicate any edit discrepancies found. The process prompts you to make corrections as necessary, to reject the transactions back to the customer or to accept the system defaults. Examples of situations with corresponding screen messages are provided below.
- (1) When edits indicate that the processing SARSS1 site is not designated as the customer's prime support for the requested stock number, the process informs you with a message. If the stock number remains unchanged, press <Esc> and the transaction is routed to the prime support SSA for further processing.

(2) When edits indicate the stock number requested is not on the ABF or Catalog, the screen message shown in figure 7.4-5 appears. This screen provides three options:

DATE:	MM/DD/YY	SARSS1 EXCEPTION REQUES	Γ	TIME: HH:MM:SS
		1560002518753	TYPES	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	LONG PART NUMBE UNIT OF ISSUE DOCUMENT NUMBE		QUANTITY DEMAND CODE	
	*SUPPLEMENTARY *END ITEM CODE *PROJECT CODE *REQUIRED DELIVE *REFERENCE CODE	<===OR====> RY DATE.		MENT CODE 5)02 213
	*REPARABLE CODE E FIELDS ARE OPTION UCTION		*IMMEDIATE MR THIS FIELD IS MANDA'	
to build this reco	a Catalog Record at this	TALOG. Correct for reedit or ime enter "B" or to reject ELECTION HERE ====>		
ACTIO: <homi< td=""><td>N: E>=HELP</td><td><=== ENTER COMMAND TO SELECT YOU MENU = PREVIOUS MENU; SMM =</td><td></td><td>SCREEN 0102 NU; LOGOUT = QUIT</td></homi<>	N: E>=HELP	<=== ENTER COMMAND TO SELECT YOU MENU = PREVIOUS MENU; SMM =		SCREEN 0102 NU; LOGOUT = QUIT

Figure 7.4-5. Message Indicating Stock Number Not On ABF/Catalog Screen

- (a) Correct the stock number for re-edit.
- (b) Build a Catalog Record through the Catalog Build (CATB) Process before continuing (see section 14). Unlike normal DIC A0_ requests, the transaction cannot be deferred to the Suspense File for later processing.
 - (c) Reject the transaction back to the customer with CG status.
 - e. Make the necessary corrections or take the appropriate actions and press <Esc>.

f. When assets are available for issue, the process displays a confirmation screen (figure 7.4-6) indicating actions taken on the request.

DATE:	MM/DD/YY	SARSS1 EXCEPTION REQUEST	TIME: HH:MM:SS
	STOCK NUMBER	1560002518753	TYPES NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	UNIT OF ISSUE		QUANTITY00002
		RWTUTRA 1029 0005 DODAAC DATE SER NO	DEMAND CODER
	*SUPPLEMENTARY A	ADDRESS.	**FUND CODE
	*END ITEM CODE		*TYPE REQUIREMENT CODE
	*PROJECT CODE		PRIORITY (01-15) 02
	*REQUIRED DELIVE		*ADVICE CODE
	*REFERENCE CODE.		*REFERENCE
	*REPARABLE CODE.		*IMMEDIATE MRO PRINT
CONFI	E FIELDS ARE OPTIONARMATION		HIS FIELD IS MANDATORY FOR NGB
1		SULTED IN THE FOLLOWING ACTIONS:	
OTY	SUED 0000 CANCELLED 0000		
	<esc> TO CONTINUE.</esc>	UUUUU QIIIOK AFFROVAL UUUUU	
I KESS	LSC TO CONTINUE.		
ACTIO:	N: E>=HELP	<=== ENTER COMMAND TO SELECT YOUR MENU = PREVIOUS MENU; SMM = S.	PROCESS SCREEN 0102 ARSS MASTER MENU; LOGOUT = QUIT

Figure 7.4-6. Exception Request Confirmation Screen

g. If assets are not available for issue, a screen asking for the type of exception data appears (figure 7.4-7). On this screen, a prompt directs you to indicate whether the data is in the form of narrative text, drawings, or both. (Drawings cannot be entered into the system. They must be sent separately, off line. Be sure to enter the document number of the request for issue on the drawings.) Select the type of exception data to be transmitted by entering **Y** in the appropriate space and pressing <Esc>.

DATE: MM/DD/YY	SARSS1 EXCEPTION REQUEST	TIME: HH:MM:SS
STOCK NUMBER		NSN/MCN = S TYPEP PART NO = P (DEFAULT = NSN/MCN)
LONG PART NUMBER UNIT OF ISSUE DOCUMENT NUMBER *SUPPLEMENTARY A *END ITEM CODE *PROJECT CODE *REQUIRED DELIVER *REFERENCE CODE *REPARABLE CODE	EAWT4280 1029 0012 DODAAC DATE SER NO DDRESS	QUANTITY
Exception D Exception D		=======>
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR MENU = PREVIOUS MENU; SMM = S	PROCESS SCREEN 0102 ARSS MASTER MENU; LOGOUT = QUIT

Figure 7.4-7. SARSS1 Exception Request Data Type Indicator Screen

h. If the selection is text only or drawings and text, the SARSS1 Exception Request Data Entry screen in figure 7.4-8 appears.

DATE: MM/DD/YY	SARSS1 EXCEPTION DATA ENTRY SCREEN	TIME: HH:MM:SS
MFR CODE AND PART NUMBER MFR NAME MFR CATALOG ID AND DATE TECHNICAL ORDER NUMBER TECHNICAL MANUAL AND DATE NAME OF ITEM DESCRIPTION OF ITEM COLOR SIZE END ITEM APPLICATION MAKE MODEL SERIES SERIAL NUMBER REMARKS		
		SCREEN 0103

Figure 7.4-8. SARSS1 Exception Data Entry Screen

i. This screen allows you to fill in the text pertaining to the exception request. There are four lines in the Remarks field where the operator may enter approximately 320 characters of text. After entering the exception data as text, press <Esc> to process the request. It is very important to verify the entered data prior to pressing <Esc>, as there is no data verification screen to correct erroneous entries. The process formats the data into DIC YEX transactions and writes them to the Transaction-Out File for transmission to SARSS2A. Because drawings cannot be entered into the system, they must be sent separately, offline. Be sure to enter the document number of the request for issue on the drawings. For Single Stock Fund: when the CWA-SSF = Y, the system will not allow partial issues. If the total issue cannot be made from a single ownership purpose code (M or A) and condition code (A, B, or C), the request is passed to a higher source of supply.

j. When the confirmation screen (figure 7.4-9) appears, press <Esc> to return to a blank SARSS1 Exception Request screen.

DATE: MM/DD/YY	SARSS1 EXCEPTION REQUES	Γ	TIME: HH:MM:SS
STOCK NUMBER		TYPEP	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
UNIT OF ISSUE		OUANTITY	00001
DOCUMENT NUMBER	WT4280 1029 0012 DODAAC DATE SER NO	DEMAND CODE	R
*SUPPLEMENTARY ADDR		**FUND CODE	
*END ITEM CODE	<===OR===>	*TYPE REQUIREM	MENT CODE
*PROJECT CODE			5) 05
*REQUIRED DELIVERY DA		*ADVICE CODE	
*REFERENCE CODE		*REFERENCE	
*REPARABLE CODE			
*THESE FIELDS ARE OPTIONAL CONFIRMATION		ΓHIS FIELD IS MANDA΄	TORY FOR NGB
THIS TRANSACTION HAS RESULTI			
QTY ISSUED 00000 QTY CANCELLED 00000	QTY PASSED 00001 QTY FOR APPROVAL 00000		
PRESS <esc> TO CONTINUE.</esc>	QTITOR ATTROVAL 00000		
	== ENTER COMMAND TO SELECT YOU NU = PREVIOUS MENU; SMM =		SCREEN 0102 NU; LOGOUT = QUIT

Figure 7.4-9. Exception Request Information Screen

- <u>7.5 Request for Modifications DIC AM_ (MOD)</u>. The Request for Modifications (DIC AM_) Process lets you enter manually prepared customer requests to modify previously submitted requisitions.
 - a. Data elements which the SARSS1 system allows to be modified are:
 - (1) Fund Code.
 - (2) Priority.
 - (3) Required delivery date.
 - (4) Project Code.
 - (5) Advice Code.
 - b. Requests for modifications may be received from automated or non-automated customers.
- (1) Automated customers transmit data through communication lines or floppy diskette for processing through the Transactions-In Process (section 5).

(2) Non-automated customers submit transactions in hard copy on DA Form 2765 (figure 7.5-1), DA Form 2765-1 (figure 7.5-2), or DD Form 1348-6 (figure 7.5-3) documents.

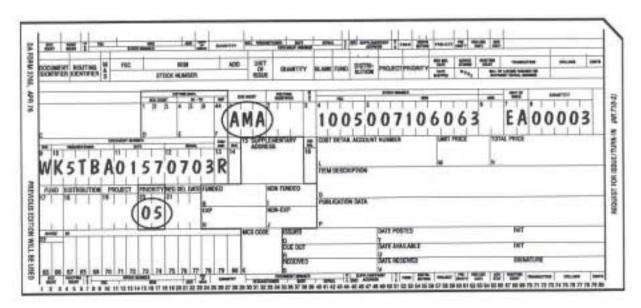


Figure 7.5-1. Modification Request on DA Form 2765

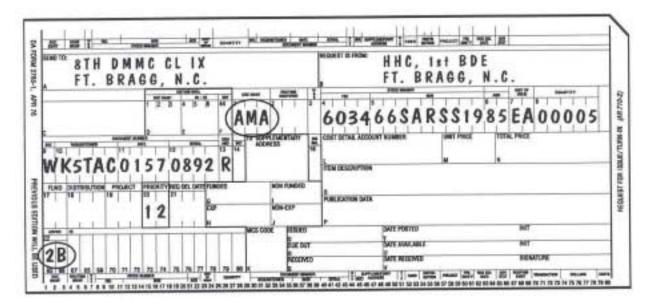


Figure 7.5-2. Modification Request on DA Form 2765-1

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Figure 7.5-3. Modification Request on DD Form 1348-6

c. To enter the Request for Modifications (DIC AM_) Process for a non-automated customer, enter **MOD** on the action line and press <Esc>. The screen shown in figure 7.5-4 appears.

DATE: MM/DD/YY	SARSS1 REQUEST FOR MODIFICATIONS (AM_)	TIME: HH:MM:SS
	KEY IN DATA	
	DOCUMENT NUMBER. DODAAC DATE SER NO	
ACTION: <home>=HELP</home>	<pre><=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;</pre>	SCREEN 0600 LOGOUT = QUIT

Figure 7.5-4. Request for Modifications (DIC AM_) Screen

d. Enter the document number of the request being modified and press <Esc>. The process checks for an existing record of the request on the Activity File.

e. If a record exists on the Activity File and there is no shipping status, the screen in figure 7.5-5 appears with data extracted from the file.

DATE: MM/DD/YY	SARSS1 REQUEST FOR MODIFICATION	SARSS1 REQUEST FOR MODIFICATIONS (AM_)	
KEY IN DATA			
*MEDIA STATUS STOCK NUMBER		DEMAND CODE **FUND CODE *TYPE REQUIRE	MENT CODE 5)12
*CONDITION CODE *REFERENCE CODE *REPARABLE CODE		*REFERENCE	
*THESE FIELDS ARE OPTIONAL ENTER DATA TO BE MODIFIED AND VERIFY ALL FIELDS. PRESS <esc> TO CONTINUE.</esc>			
	EXECUTE: STATE		SCREEN 0601 NU; LOGOUT = QUIT

Figure 7.5-5. Request for Modifications Data Entry Screen

- (1) This screen allows the operator to key in any modified data elements. The cursor will move only to those fields which can be changed. Advance the cursor to the appropriate field and enter the modification data by typing over existing data; for example, priority of 05 can be entered over an existing priority of 12. Verify that all fields are correct and press <Esc>.
- (2) The modified data is now entered into the system for processing. The process edits the modification request and updates the SARSS1 Activity Record. As a result of these edits, the process takes one of the following actions:
- (a) Outputs a DIC AE1 with BK status to the customer to indicate modifications have occurred.
- (b) Outputs a DIC AE1 with D7 status, to show that the modifications have not occurred because the customer's request (DIC AM_) contained invalid data, and rejects the transaction to the customer.
- (c) Outputs a DIC AE1 with B2 status when current supply status prevents accomplishment of the requested modification.
- (d) Outputs a DIC AE1 with BM status when the original request for issue was passed to a higher source of supply. It also sends the DIC AM to the last known source of supply.

- (e) Outputs no status transaction when it processes a DIC AM_ for an SSA document number.
 - f. If the process finds no record, it displays the message shown in figure 7.5-6.

DATE: MM/DD/YY SARSS1 REQUEST FOR MODIFICATIONS (AM_) TIME: HH:MM:SS KEY IN DATA DOCUMENT NUMBER. WTUTRR 0001 1159 DODAAC DATE SER NO Enter "X" to reject back to customer===== DOCUMENT NOT FOUND. Re-enter transaction document number if wrong. If not re-entered, Press <Esc> to process transaction as a request for issue. If this is a modification of an exception request you must re-enter the data through ISSE or reject back to customer. ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0600 <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 7.5-6. Message Indicating Document Not Found Screen

(1) This screen message prompts you to enter the document number if it is incorrect. If the document number is correct, press <Esc> and the screen shown in figure 7.5-7 appears.

DATE: MM/DD/YY	SARSS1 REQUEST FOR MODIFICATION	ONS (AM_)	TIME: HH:MM:SS
	KEY IN DATA		
*MEDIA STATUS	DATE.	TYPE QUANTITY DEMAND CODE **FUND CODE *TYPE REQUIRE PRIORITY (01-15 *ADVICE CODE *REFERENCE	MENT CODE
	*THESE FIELDS ARE OPTION	IAL	
	E=== ENTER COMMAND TO SELECT YOUR MENU = PREVIOUS MENU; SMM =		SCREEN 0601 NU; LOGOUT = QUIT

Figure 7.5-7. Request for Modifications/Issues Data Entry Screen

- (2) Enter the required data on this screen and press <Esc>. A blank entry screen appears so you can enter the next request for modification.
- (a) The request for modification is sent through SARSS2A to the customer's prime support for the requested class of supply, and the request is processed as a DIC A0_.
- (b) If there is no prime support SARSS1 for the requested class of supply, the request for modification is rejected back to the customer.
- g. After all edits are done, the process writes an image of the DIC AM_ to the Transaction-Out File for updating the Document History File at SARSS2B.
- <u>7.6 Request for Cancellation DIC AC (CAN)</u>. The Request for Cancellation (DIC AC_) Process allows for input of manually prepared customer requests for cancellation. Customers may request cancellation of all or part of the quantity on a previously submitted request for issue. Requests for cancellation may be submitted for various reasons. There may be a change in unit mission, a change in equipment authorization, or the requested item may have been obtained by other means.
- a. Requests for Cancellation (DIC AC_) may be received from automated and nonautomated customers.

- (1) Automated customers transmit data through communication lines and/or floppy diskette processing through the Transactions-In Process (section 5).
- (2) Non-automated customers submit transactions in hard copy on DA Form 2765 (figure 7.6-1), DA Form 2765-1 (figure 7.6-2), or DD Form 1348-1 (figure 7.6-3) documents.

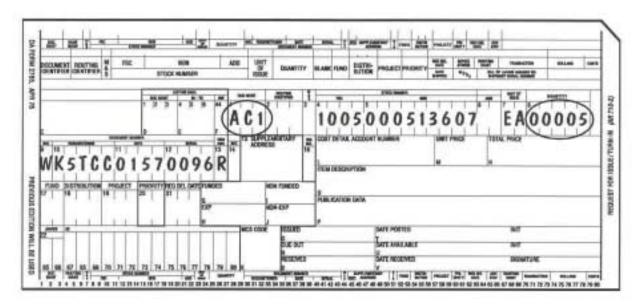


Figure 7.6-1. Cancellation Request on DA Form 2765



Figure 7.6-2. Cancellation Request on DA Form 2765-1

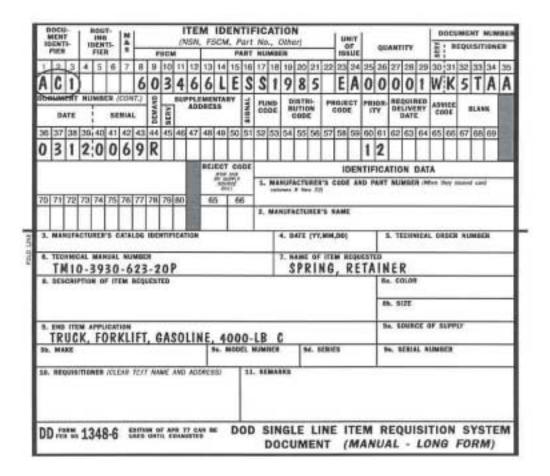


Figure 7.6-3. Cancellation Request on DD Form 1348-6

- b. SARSS1 takes all necessary actions to satisfy a customer's request for cancellation. It will cancel the requested quantity when the processing SARSS1 is in control of the original request for issue. The processing SARSS1 is in control when:
 - (1) There is a match on the Due-Out File and shipping status has not been received.
 - (2) The original request for issue is in the Suspense File pending Catalog Build.
- (3) There is a DIC A0_ on the Activity File (when the request has been passed to SARSS2A for approval or when the request is pending local purchase action).

c. To access the Request for Cancellation (DIC AC_) Process, enter CAN on the action line and press <Esc>. The screen shown in figure 7.6-4 appears.

DATE: MM/DD/YY	SARSS1 CANCELLATION REQUEST - AC	TIME: HH:MM:SS
	KEY IN DATA	
DOCUMENT NUMBE	ER. DODAAC DATE SER NO	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1250 LOGOUT = QUIT

Figure 7.6-4. SARSS1 Cancellation Request - AC_ Screen

d. In the area provided, enter the document number of the request to be canceled and press <Esc>. The process checks for a record of the original request on the Activity File. If the record is found, the data entered must pass internal edits before the cancellation can be processed.

e. If a matching record is on the Activity File and the processing SARSS1 is in control of the original Request for Issue, the process displays a screen (figure 7.6-5) providing the current data on the Activity File for that request.

DATE: MM/DD/YY	CANCELLATION REQUEST - AC	TIME: HH:MM:SS								
	KEY IN DATA									
STOC UNIT	MENT NUMBER									
CANC	EL QUANTIT Y									
NOTE The data from the matching of You may change the cancel of										
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1251 LOGOUT = QUIT								

Figure 7.6-5. Activity File Data Display for Cancellation Request Screen

- (1) This screen allows you to enter the quantity to be canceled as indicated on the customer's request document. The cancel quantity field is highlighted and contains the total quantity available on record for cancellation.
 - (a) To cancel a partial quantity, enter the quantity to be canceled and press <Esc>.
 - (b) To cancel the entire quantity, press <Esc>.

(2) After you enter the desired cancel quantity and press <Esc>, the screen displays a message (figure 7.6-6) confirming the cancellation. Follow the screen prompt and press <Esc> to process the next transaction.

DATE: MM/DD/YY	CANCELLATION REQUEST - AC	TIME: HH:MM:SS
	KEY IN DATA	
	DOCUMENT NUMBERWTUTRC Ø177 3501 DODAAC DATE SER NO STOCK NUMBER3930000145850 UNIT OF ISSUE EA CANCEL QUANTITY	
NOTE The AC/AK has been Status has been prepar Press <esc> to proces</esc>	red for the unit.	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1251 LOGOUT = QUIT

Figure 7.6-6. Message Confirming the DIC AC_ Request Screen

- (3) In some cases, the entire record on the Activity File is deleted. The Activity Record is deleted when:
 - (a) The cancellation quantity is equal to the quantity on the Activity Record.
 - (b) The cancellation quantity is equal to the Suspense File quantity.

f. If there is a matching record for the document number entered but the processing SARSS1 is not in control of the original request, the process updates the Due-In Suffix Record with the quantity pending cancellation. It then passes the DIC AC_ to the higher source of supply. This occurs when there is a DIC DFA, DFJ, or DDS on the Due-In Header File (that is, when the original request was passed to the higher SOS). The process displays the message shown in figure 7.6-7. Customers receive a status transaction informing them that the request has been passed to a higher source of supply, but the Due-In Header File total quantity remains unchanged until the higher SOS cancels the document.

DATE: MM/DD/YY	CANCELLATION REQUEST - AC	TIME: HH:MM:SS
	KEY IN DATA	
DOC	CUMENT NUMBERW45CHE 0125 0200	
STO	DODAAC DATE SER NO OCK NUMBER540000510029	
UNIT	T OF ISSUE EA	
CAN	NCEL QUANTITY 00001	
NOTE		
The AC/AK has been proce Status has been prepared for	or the unit.	
Press <esc> to process the</esc>	next transaction.	
L CONTACT		GGD DD11.10.5
ACTION: <home>=HELP</home>	<pre><=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;</pre>	SCREEN 1251 LOGOUT = QUIT

Figure 7.6-7. System Message Indicating DIC AC_ Has Been Processed

g. If there is no matching record on the Activity File, the message shown in figure 7.6-8 appears indicating that no record exists for the document number entered.

DATE: MM/DD/YY	SARSS1 CANCELLATION REQUEST - AC	TIME: HH:MM:SS
	KEY IN DATA	
DOCUMENT NUMBER	2	
NOTE There is no record of the documer Change the document number if a Just press <esc> to process the do</esc>	nn error was made.	
ACTION: <home>=HELP</home>	<pre><=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER</pre>	SCREEN 1251 MENU; LOGOUT = QUIT

Figure 7.6-8. System Message Indicating No Record Found Screen

(1) If the document number was entered in error, correct it and press <Esc>. The process edits the document number again.

(2) If the document number entered is correct, press <Esc>. The screen changes (figure 7.6-9) to allow entry of the stock number, type (stock number), unit of issue, and cancellation quantity.

DATE: MM/DD/YY	CANCELLATION I	REQUEST - A	ıC		TIME: HH:MM:SS
	KEY IN				
STOCK N	ENT NUMBERWTUTRA DODAAC IUMBER	DATE	0001 SER NO T	YPE: F	NSN/MSN = S PART NO = P DEFAULT = NSN/MCN)
UNIT OF	ISSUE	EA			
CANCEL	QUANTITY	00002			
NOTE Enter stock number, unit of issue Press <esc> to process the next to</esc>					
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SI MENU = PREVIOUS MENU;			ER MENU	SCREEN 1251 U; LOGOUT = QUIT

Figure 7.6-9. Cancellation Manual Input Screen

- (3) Enter the required data and press <Esc>. If the stock number entered matches the ABF or Catalog File, a blank Cancellation Request screen returns for input of another transaction.
- (a) The request for cancellation is sent through SARSS2A to the customer's prime support for the affected class of supply. If found there, the original request is canceled as requested and status is sent to the customer.
- (b) If no record is found and no SARSS1 is identified as prime support for the NIIN, the customer receives an AE1 transaction with BF status indicating that the original record has not been found.

(4) If the stock number entered does not match the ABF or Catalog File, the process displays an error message (figure 7.6-10), prompting you either to correct the stock number and press <Esc>, or (if the stock number was entered correctly) just press <Esc> to reject the transaction. If you reject the transaction, the process writes a DIC AE1 transaction with CG status (stock number unknown) to the Customer-Out File.

DATE: MM/DD/YY	CANCELLATION	REQUEST - AC	!	TIME: HH:MM:SS
DOCUMENT NUMBER STOCK NUMBER UNIT OF ISSUE CANCEL QUANTITY	DODAAC DATE	0015 SER NO	TYPE: S	NSN/MSN = S PART NO = P (DEFAULT = NSN/MCN)
ERROR The STOCK NUMBER does not n Correct the stock number and press just press <esc> to reject the transa (AE1 "CG" will be sent to the unit.</esc>	s <esc>, OR action.</esc>			
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO MENU = PREVIOUS MENU			SCREEN 1251 ER MENU; LOGOUT = QUIT

Figure 7.6-10. Cancellation Request, Stock Number Not On ABF/Catalog Screen

- **7.7** Request for Cancellation Follow-Up DIC AK_ (CFOL). The Request for Cancellation Follow-Up (DIC AK_) Process allows for input of manually prepared customer requests for cancellation follow-up. Customers may request follow-up on a previously submitted request for cancellation.
- a. Requests for cancellation follow-up may be received from automated or non-automated customers.
- (1) Automated customers transmit data through communication lines or on floppy diskette for processing through the Transactions-In Process (section 5).

(2) Non-automated customers submit transactions in hard copy on DA Form 2765 (figure 7.7-1), DA Form 2765-1 (figure 7.7-2), or DD Form 1348-6 (figure 7.7-3).

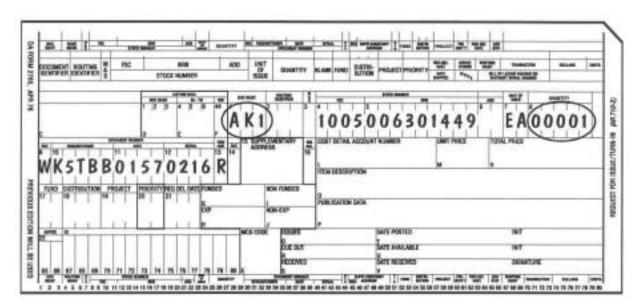


Figure 7.7-1. Request for Cancellation Follow-Up on DA Form 2765

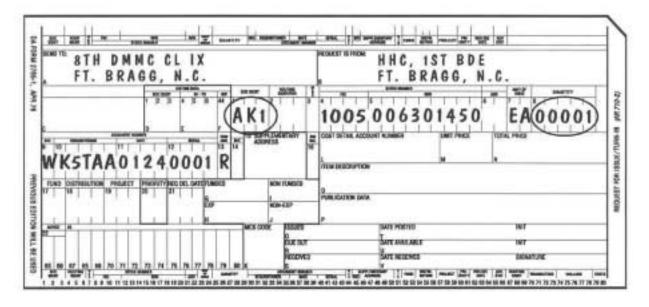


Figure 7.7-2. Request for Cancellation Follow-Up on DA Form 2765-1

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A	K	1						6	0	3	4	6	6	L	E	S	S	1	9	8	5		E	A	0	0	0	0	1	W	K	5	T	A	1
obe	D	ATI	-	UN	en:	-	RIA	-	DEMAND	VERS	SUF		DRE		RY	SIGNAL	FUI		BU	STR	NN:		HOJE	CT	PRI	OR-	DE		RED		IICE IOE	,	SLAN	iK.	
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Figure 7.7-3. Request for Cancellation Follow-Up on DD Form 1348-6

b. Procedures for processing the request for cancellation follow-up are the same as those for processing requests for cancellation. Enter CFOL on the action line and press <Esc> to display the screen shown in figure 7.7-4.

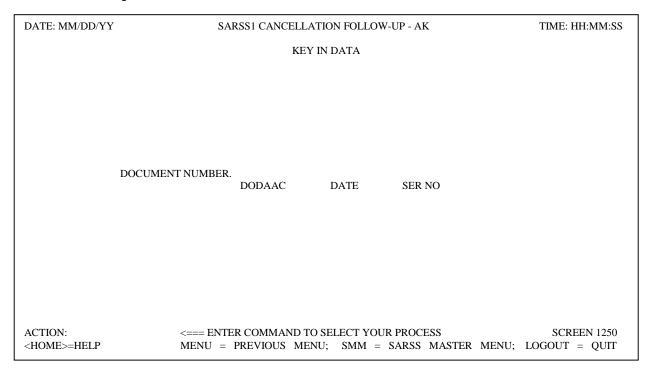


Figure 7.7-4. SARSS1 Cancellation Follow-Up - AK_ Screen

c. When this screen appears, enter the document number from the customer's DIC AK_ document and press <Esc>. The process performs several internal edits. It checks the document number entered against the Activity Due-Out, Due-In Header, Due-In Suffix, Suspense, Duplicate Document Number, and Issue Release Confirmation files to determine if there is a matching record. All input data must pass internal edits before the cancellation follow-up processes fully in SARSS1.

(1) If there is a matching record on the Activity File for the document number entered, the process displays a screen (figure 7.7-5) which provides current data on the Activity File for verification. Check the quantity in the highlighted Cancel Quantity field.

DATE: MM/DD/YY	CANCELLATION FOLLOW-UP - AK	TIME: HH:MM:SS
	KEY IN DATA	
DOCUMENT NUM	BERWTUTRA 0029 0300	
STOCK NUMBER	DODAAC DATE SER NO 1615000601062	
UNIT OF ISSUE	EA	
CANCEL QUANTIT	TY 00001	
NOTE		
The data from the matching document You may change the cancel quant		
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MA	SCREEN 1251 STER MENU; LOGOUT = QUIT

Figure 7.7-5. Activity File Data Display for Cancellation Follow-Up Request Screen

- (a) If the quantity on the screen does not match the quantity on the customer's cancellation follow-up request document, enter the quantity that is on the request and press <Esc>.
- (b) If the quantity on the screen matches the quantity on the customer's cancellation follow-up request document, press <Esc>.

(c) When you have verified the correct quantity and pressed <Esc>, a screen message appears (figure 7.7-6) confirming that the cancellation follow-up has been processed. An image of the transaction is sent to the Document History File at SARSS2B and status is sent to the customer.

DATE: MM/DD/YY	CANCELLATION FOLLOW-UP - AK	TIME: HH:MM:SS
	KEY IN DATA	
STOCK NUMBER	DODAAC DATE SER NO1615000601062	
UNIT OF ISSUE CANCEL QUANTIT		
NOTE The AC/AK has been processed. Status has been prepared for the un Press <esc> to process the next tra</esc>	nit.	
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MAS	SCREEN 1251 STER MENU; LOGOUT = QUIT

Figure 7.7-6. Screen Message Confirming the AK Request

- (2) If there is no matching record on the Activity File, the screen displays a message that no record exists for the document number entered. To continue processing, key in the stock number, type (stock number), unit of issue, and quantity from the customer's DIC AK_ request document and press <Esc>. The screen returns to a blank entry screen for input of the next transaction.
- (a) The process will forward the request for cancellation through SARSS2A to the customer's prime support for the affected class of supply. If found there, the original request will be canceled as originally requested and status will be sent to the customer.
- (b) If no record of the document number is found and no SARSS1 is identified as prime support for the NIIN, the customer will receive an AE1 transaction with BF status indicating that the original request has not been found.
- <u>7.8 Request for Follow-Up DIC AF_/AT_ (STA)</u>. The Request for Follow-Up Process (STA) allows you to input manually prepared customer requests for status on requests previously submitted to SARSS1. Customers submit requests for follow-up to get information on earlier requests for issue.
 - a. Requests for follow-up may be received from automated or non-automated customers.

- (1) Automated customers transmit data through communication lines or on floppy diskette. They are processed in batch mode through the Transactions-In Process (section 5).
- (2) Non-automated customers submit transactions in hard copy on DA Form 2765 (figure 7.8-1), DA Form 2765-1 (figure 7.8-2), or DD Form 1348-6 (figure 7.8-3).

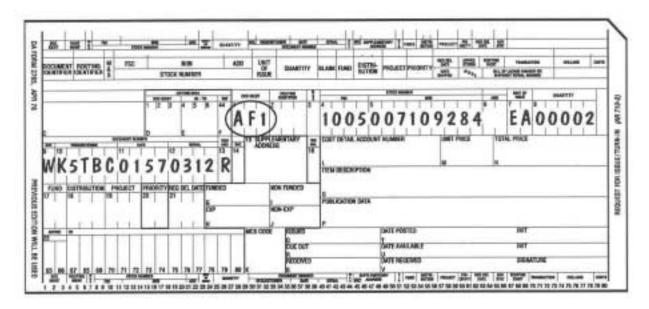


Figure 7.8-1. Request for Follow-Up on DA Form 2765

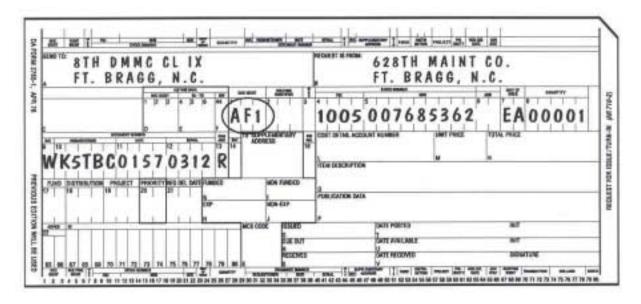


Figure 7.8-2. Request for Follow-Up on DA Form 2765-1

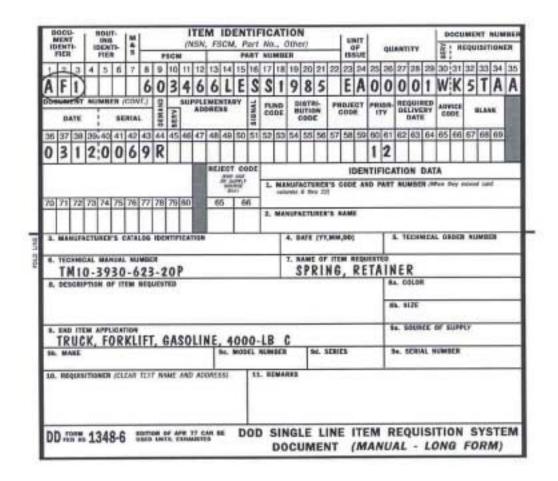


Figure 7.8-3. Request for Follow-Up on DD Form 1348-6

b. To enter the Request for Follow-Up Process, enter **STA** on the action line and press <Esc>. The following screen (figure 7.8-4) appears.

DATE: MM/DD/YY	SARSS1 REQUEST FOR FOLLOW-UP	TIME: HH:MM:SS
OPTI(*****		
	ENTER 'X' FOR DESIRED OPTION	
DOCUMENT NUMBE	ER DODAAC DATE SERIAL	
	ENTER DODAAC and DATE and SERIAL NUMBER PRESS <esc></esc>	
ACTION: <home>=HELP</home>	<pre><=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;</pre>	SCREEN 0801 LOGOUT = QUIT

Figure 7.8-4. SARSS1 Request for Follow-Up Screen

- c. This screen allows you to select the type of follow-up transaction and to enter the document number of the request to be processed. There are two types of follow-up available for processing the customer's request:
 - (1) DIC AF_ Follow-up on a requisition for which the customer requires updated status.
- (2) DIC AT_ Follow-up on a request for which the customer has not received positive supply status. If there is no record of the document number for the DIC AT_ transaction and the document number date on the customer's request is less than 30 days old, a Request for Issue screen appears allowing the operator to enter additional information so the follow-up can be processed as a request for issue. If the document number date is 30 days old or older, the transaction is rejected and an AE_ with BF status is sent to the customer.
- d. When receiving a customer request with a DIC AF1, select the first option for a follow-up (AF_) transaction, enter the document number, and press <Esc>. The process searches the Activity File for a matching document number.

(1) If a match is found, the screen displays a message (figure 7.8-5) which confirms the match and indicates that the customer has been provided status. The process formats a DIC AE1 with the latest status on the Activity File and forwards it to the customer. Press <Esc> to key in the next request.

DATE: MM/DD/YY	SARSS1 RE	QUEST FOR FO	OLLOW-UP	TIME: HH:MM:SS
OPTI0 ***** X	****	SELECTI(********** = FOLLOW-UF = FOLLOW-UF	**************************************	
	ENTER 'X	' FOR DESIRE	D OPTION	
DOCUMENT NUMBE	ERW45CG9 DODAAC	0181 DATE	3025 SERIAL	
	ENTER DODAAC	and DATE and PRESS <esc></esc>	SERIAL NUMBER	
NOTE DOCUMENT NUMBER HAS M. been provided an AE1 Status. Pre				
ACTION: <home>=HELP</home>	<=== ENTER COMMAN MENU = PREVIOUS		YOUR PROCESS M = SARSS MASTER MI	SCREEN 0801 ENU; LOGOUT = QUIT

Figure 7.8-5. Message Confirming DIC AF1 Document Number Match Screen

(2) If there is no match for the document number entered, a screen message (figure 7.8-6) prompts you to verify the data entered. Correct the document number if entered incorrectly and press <Esc>. The process edits the document number again.

DATE: MM/DD/YY	SARSS1 RE	QUEST FOR F	OLLOW-UP	TIME: HH:MM:SS
OPTI(***** X	***	SELECTI ********** = FOLLOW-UI = FOLLOW-UI	**************************************	
	ENTER '>	K' FOR DESIRE	ED OPTION	
DOCUMENT NUMBI	ER WTUTRJ DODAAC	0019 DATE	0011 SERIAL	
	ENTER DODAAC	and DATE and PRESS <esc></esc>	I SERIAL NUMBER	
NOTE THERE IS NO RECORD OF THI Correct document number if a mis Press <esc> to continue processin</esc>	stake was made.	YOU ENTERE	D.	
ACTION: <home>=HELP</home>	<=== ENTER COMMAN MENU = PREVIOUS			SCREEN 0801 MENU; LOGOUT = QUIT

Figure 7.8-6. Data Entry for Document Number Not Found Screen

(3) If the document number entered is correct, press <Esc>. The screen displays a message prompting you (figure 7.8-7) to enter additional data and to continue processing.

DATE: MM/DD/YY	SARSS1 REQUEST FOR FOLLOW-UP			TIME: HH:MM:SS
DOCUMEN	T NUMBERWTUTRJ	0019	0011	
	KEY IN DATA			
	STOCK NUMBER UNIT OF ISSUE QUANTITY		ТҮРЕ:	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
NOTE Enter the requested data to provide Press <esc> to continue processing</esc>				
ACTION: <home>=HELP</home>	<=== ENTER COMMAND TO SELECT YOU MENU = PREVIOUS MENU; SMM =			SCREEN 0802 IENU; LOGOUT = QUIT

Figure 7.8-7. Key in Data Screen

- (a) When this screen appears, enter the stock number, type (stock number), unit of issue, and quantity and press <Esc>.
- (b) After you press <Esc>, the process determines whether or not the SSA is the prime support for the customer. If your SARSS1 activity is the prime support for the customer, the process sends the appropriate status to the customer (figure 7.8-8) and routes the follow-up to SARSS2A to check the MRF and SARSS2AC/B to post the Document History File. If your SARSS1 activity is not the prime support, it routes the follow-up to the customer's prime support SSA through SARSS2A and displays a message indicating actions taken (figure 7.8-9).

DATE: MM/DD/YY SARSS1 REQUEST FOR FOLLOW-UP TIME: HH:MM:SS DOCUMENT NUMBER WTUTRJ 0001 0020 KEY IN DATA NSN/MCN = SSTOCK NUMBER 1615000601062 TYPE: PART NO = PUNIT OF ISSUE (DEFAULT = NSN/MCN)EA QUANTITY 00001 ERROR NO MATCHING RECORD. Press < Esc> to furnish customer with Status BD. ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0802 <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 7.8-8. No Matching Record Information Screen

SARSS1 REQUEST FOR FOLLOW-UP DATE: MM/DD/YY TIME: HH:MM:SS DOCUMENT NUMBERWTUTRA 0029 1000 KEY IN DATA NSN/MCN = SPART NO = PSTOCK NUMBER 1005000000001 TYPE: UNIT OF ISSUE EA (DEFAULT = NSN/MCN) QUANTITY 00001 NOTE SSA IS NOT THE PRIME SUPPORT DSU FOR ITEM. Request for Follow-up has been sent to Prime Support DSU. PRESS <Esc> TO CONTINUE. <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0802 ACTION: <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 7.8-9. Not Prime Support DSU for Item Screen

- e. When receiving a customer document with DIC AT_, enter \mathbf{X} for a follow-up (AT_) transaction, enter the document number, and press <Esc>. The process searches the Activity File for a matching document number.
- (1) If there is a match for the document number entered, a screen message appears (figure 7.8-10) which confirms the match and indicates that the customer has been provided with status. The process formats a DIC AE1 with the latest status on the Activity File and forwards it to the customer. Press <Esc> to key in the next request.

DATE: MM/DD/YY	SARSS1 REQUEST FOR FOLLOW-UP			TIME: HH:MM:SS
OPTI ****	**** ***	SELECTIONS ************************************		
X	<==	== FOLLOW-U	P (AT_)	
	ENTER "	X' FOR DESIRI	ED OPTION	
DOCUMENT NUMB	ERWTUTRB DODAAC	0282 DATE	0001 SERIAL	
	ENTER DODAAC	and DATE and PRESS <esc.< td=""><td>d SERIAL NUMBER ></td><td></td></esc.<>	d SERIAL NUMBER >	
NOTE DOCUMENT NUMBER HAS M been provided an AE1 Status. Pro				
ACTION: <home>=HELP</home>	<=== ENTER COMMA MENU = PREVIOUS		T YOUR PROCESS MM = SARSS MASTER MENU	SCREEN 0801 J; LOGOUT = QUIT

Figure 7.8-10. Message Screen Confirming DIC AT_ Document Number Match

(2) If there is no match for the document number entered, a message appears (figure 7.8-11) directing you to verify the document number.

DATE: MM/DD/YY	SARSS1 REQUEST FOR FOLLOW-UP			TIME: HH:MM:SS
OPT) ****	IONS **** ***	SELECT1	ONS **********	
x		= FOLLOW-UI = FOLLOW-UI		
	ENTER '	K' FOR DESIRI	ED OPTION	
DOCUMENT NUMB	BER WTUTRB DODAAC	0282 DATE	0001 SERIAL	
ENTER DODAAC and DATE ar	nd SERIAL NUMBER and F	PRESS <esc></esc>		
THERE IS NO RECORD OF TH Correct document number if a mi Press <esc> to continue processin</esc>	istake was made.	YOU ENTERE	D.	
ACTION: <home>=HELP</home>	<=== ENTER COMMAI MENU = PREVIOUS		Γ YOUR PROCESS IM = SARSS MASTER MENU:	SCREEN 0801 ; LOGOUT = QUIT

Figure 7.8-11. Request for Follow-Up (DIC AT_) No Record Screen

(3) If the information is correct and you press <Esc>, a screen appears with the message shown in figure 7.8-12. If you enter \mathbf{X} in the appropriate field, the transaction rejects back to the customer.

DATE: MM/DD/YY	SARSS1 REQUEST FOR FOLLOW-UP			TIME: HH:MM:SS	
OPTI *****	**** ***	SELECT ************ == FOLLOW-U	JP (AF_)	**	
	ENTER '2	X' FOR DESIR	RED OPTION		
DOCUMENT NUMB	ERWTUTRA DODAAC	0300 DATE	3025 SERIAL		
E	NTER DODAAC and DAT	E and SERIAI	L NUMBER AND I	PRESS <esc></esc>	
	Enter "X" to	reject back to	customer=====		
IF FOLLOW-UP IS ATE/AT5, IT MUST BE PROCESSED THROUGH EXCEPTION REQUEST FOR ISSUE (ISSE) OR ENTER "X" TO REJECT TO CUSTOMER OR PRESS <esc> TO CONTINUE.</esc>					
ACTION: <home>=HELP</home>	<=== ENTER COMMA MENU = PREVIOUS				SCREEN 0801 LOGOUT = QUIT

Figure 7.8-12. SARSS1 Request for Follow-Up

(a) If you press <Esc> to continue and the date in the document number of the AT_ transaction is less than 30 days old, the process sends the follow-up to SARSS2AC/B to post the Document History File and formats an AE1 status transaction with a BD status for the customer and for SARSS2B. Before it can be sent, however, you must enter the data required on the screen shown in figure 7.8-13.

DATE: MM/DD/YY SARSS1 AT_ ISSUE SCREEN TIME: HH:MM:SS (AT_ FOLLOW-UP WILL ENTER BATCH ISSUES PROCESS) KEY IN DATA NSN/MCN = SSTOCK NUMBER PART NO = PTYPE: **OUANTITY** (DEFAULT = NSN/MCN) DOCUMENT NUMBER WTUTRA 5340 3000 UNIT OF ISSUE DEMAND CODE DODAAC DATE SERIAL *SUPPLEMENTARY ADDRESS *FUND CODE *END ITEM CODE *TYPE REQUIREMENT CODE (===OR===) *PROJECT CODE PRIORITY (O1-15) *REQUIRED DELIVERY DATE *ADVICE CODE *REFERENCE CODE *REFERENCE *REPARABLE CODE *THESE FIELDS ARE OPTIONAL NOTE Enter the required data to send this transaction to SARSS Corps 2A. PRESS <Esc> TO CONTINUE. ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0803 <HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 7.8-13. SARSS1 AT_ Issue Screen (<30 Days)

(b) If the original request for issue is found in document history, the customer will be provided with the most current status. If it is not found, the AT_ transaction is returned to the prime support SARSS1 and processed as a request for issue in the Batch Issues Process.

(c) If the AT_ transaction is 30 days old (or older), the process displays the screen shown in figure 7.8-14. When you enter the data necessary for sending status to the customer, press <Esc> and the transaction is rejected.

DATE: MM/DD/YY	TIME: HH:MM:SS				
(AT_ FOLLOW-UP WILL ENTER BATCH ISSUES PROCESS)					
	KEY IN DATA				
STOCK NUMBER QUANTITY DOCUMENT NUMBER *SUPPLEMENTARY ADDRE *END ITEM CODE *PROJECT CODE *REQUIRED DELIVERY DA' *REFERENCE CODE *REPARABLE CODE	(===OR===) *TYPE REQUIREMENT CO PRIORITY (O1-15)	,			
	*THESE FIELDS ARE OPTIONAL				
NOTE: ENTER MINIMAL DATA ELEMENTS TO REJECT TRANSACTION. PRESS <esc> TO CONTINUE.</esc>					
	=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU	SCREEN 0803 J; LOGOUT = QUIT			

Figure 7.8-14. SARSS1 AT_ Issue Screen (>30 Days)